Missing Child* Protocol Flowchart For Caseworkers

(Formally known as RUN status)

IMMEDIATELY When a LS-1 child is determined to be missing, the caseworker must contact and document in FACES narrative Law Enforcement (Document Supervisor Circuit Manager Report Number) Juvenile Office Parents/Guardians Guardian Ad Litem (request "pick-up"/capias order) FACES Narrative along with the **CONFIRMATION** # This is for any person under the age of twenty-one (21) missing from care. This can be completed by calling 1-800 -THE-LOST or by completing an online report to NCMEC. The website for online reporting is: https://cmfc.missingkids.org/reportit and may only be utilized by staff. Within 3 Business Days: Complete Missing Child Checklist, upload to OnBase, and Email to Central Office CD.MissingYouth@dss.mo.gov Within 1 week, and then monthly thereafter, contact and document in FACES: **Family Members** Friends School Faculty Service Providers Monthly - Search - document in FACES: TLO search or other Family Support Division MO HealthNet (MXIX, Food Stamp Assistance (IPAR, IMES) (FAMIS, FAPC) public record databases MCII)

Revised: 2/18/2022

^{*} Missing Child refers to a youth whose whereabouts are unknown

When a Child Returns from Missing

Immedately assess the youth's health & wellbeing - Obtain immediate medical attention if needed

Within 24 Hours

Complete CD-288 Human Trafficking Assessment Tool (and upload in OnBase)

Notify Law Enforcement, JO/Court, GAL, Resource Provider, Youth's Parents, Parent Attorney

Within 24 Hours

Arrange for a medical exam

Update FACES Placement Screen

Within 72 Hours Schedule FST meeting

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